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James A. Carder
Director
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MEMORANDUM

TO: State Agencies
FROM: James A. Carder
DATE: January 29, 2004
RE: SAM II Financial Fiscal Year End Accounting Procedures

This memorandum contains key information needed to close Fiscal Year 2004 (FY 04) and begin Fiscal Year 2005 (FY 05) for SAM II Financial. The close date of FY04 is July 31, 2004. June 18, 2004 is the cutoff date for JV supporting document for original transaction documents accepted during the period of April-May 2004. Please refer to the attached Calendar of Events for a complete listing of the statewide cut-off dates.

In this memorandum, FY 04 is referred to as the current fiscal year and FY 05 is referred to as the new fiscal year. Please share the information in this memorandum with all individuals in your agency responsible for SAM II Financial functions.

The major changes in this memorandum from the previous fiscal year memorandum is:

- Closing the current fiscal year at July 31 in the SAM II Financial System.
 - This change will provide agencies with beginning balances on the July monthly reports posted in MOBIUS the first week of August.
- Agency requests to process JVs coded to the current fiscal year after the July JV cut-off date will be denied.
- Addition of a JV cut-off date in June for original transaction documents accepted during the period of April-May.
 - This will decrease the total number of JVs processed in the month of July coded to the current fiscal year because April-May corrections will be processed in June.
 - The remaining time period from the published July JV cut-off date until July 31 will be needed by OA to review and process the pending JVs and to review the system to ensure that the current fiscal year is ready to close on July 31.

- FAIT and REPV uploads for the new fiscal year will be accomplished by state agencies using the File Transfer Protocol (FTP) rather than through the submission of an Excel spreadsheet to OA/Accounting. Memorandums have been issued by OA/Accounting through the SAMII-FIN Discussion List giving agencies guidelines on how to accomplish this task.

Document Transaction Cut-off Dates and Instructions

See the attached Calendar of Events for the applicable cut-off dates.

Interface agency cut-off dates are generally one working day prior to the on-line agency cut-off dates to allow interface agencies a day to approve or correct any rejected documents on the Suspense File (SUSF).

All supporting documentation for document types requiring the Office of Administration, Division of Accounting (OA/Accounting) approval must be received in OA/Accounting prior to 5:00 p.m. on applicable agency cut-off dates unless an earlier time is noted in the Calendar of Events.

All documents must have the final **agency** approval applied if OA/Accounting is the final approval by 5:00 p.m., or be in ACCPT status if the agency applies the final approval prior to 6:00 p.m. on the agency cut-off date.

OA/Accounting will attempt to process all documents received requesting our final approval prior to the close of the system at June 30. However, we cannot guarantee that CR, NF, RE, or RM documents requiring OA/Accounting approval and submitted during the last few days of June will be processed from the current fiscal year. All documentation received will be processed in date received order by OA/Accounting. Any supporting documentation remaining in OA/Accounting for documents that do not get processed prior to 6:00 p.m. on June 30, 2004, will be returned to the agency to resubmit using the new fiscal year. Exception requests to the JV documents cut-off date in July will be denied because all statewide document processing must be completed by the end of the business day a week prior to July 31. Any JV requests received after the July JV cut-off date from the current fiscal year will be returned for the agency to resubmit in the new fiscal year, if applicable.

Cut-off dates for purchasing documents are not included in this Fiscal Year End memorandum. Please refer to the Fiscal Year End Procurement Procedures distributed by the OA, Division of Purchasing and Materials Management for additional information.

The SAM II Financial System will be unavailable to agencies from 6:00 p.m. on June 30, 2004, through July 11, 2004. During this time, OA will be performing fiscal year end processing tasks. If we find it necessary to extend the downtime or if we complete all the required steps earlier, we will notify agencies of the SAM II Financial System availability through the SAMII-FIN Discussion List.

OA will modify the SAM II Financial System after the nightly cycle on June 28, 2004, to prohibit agencies from approving payment documents (excluding Human Resources (HR) documents processed with a prefix of PR or RT), invoice, procurement, receiver, requisition (RX, RXQ), Stock Requisition (SR), Pick and Issue (PI), and Stock Confirmation (CI) documents for the remainder of June.

Payment Transaction Document Reminders

The receipt of goods and/or services is required prior to the submission of the payment request.

Agencies are strongly encouraged to complete PVA transactions on or before the nightly cycle on June 25. If any three-way match transactions must be submitted on June 28, then agencies may want to process P1 documents to ACCPT status because agencies will not have the opportunity to correct PVA or P1 documents if they reject for any reason during the nightly cycle on June 28.

OA/Accounting will delete any payment documents on SUSF after the nightly cycle on June 28.

If a VIQ is not completed, enter the **actual invoice date** in the Date of Record field on payment transaction documents. If completing a VIQ, please ensure that **the actual invoice date** is entered in the Date of Record field on the VIQ. **The correct entry of this information is imperative to the accurate financial reporting of accounts payable at the end of the current fiscal year.**

Some obligations, such as utilities, have a July/August invoice date but are for services provided in June. These obligations must be included as outstanding obligations at June 30 in the State of Missouri's Comprehensive Annual Financial Report (CAFR). **Therefore, effective when the SAM II Financial System becomes available for FY 05 document processing, all agencies must enter a one-digit service fiscal year as the first digit of the description field during the months of July and August. For example, in July and August 2004, the service fiscal year digits will be 4 for FY 04 and 5 for FY 05.** If an invoice includes services for both FY 04 and FY 05, code the obligation entirely to FY 05. OA/Accounting will again be distributing a CAFR request to agencies and asking the agency to verify the accounts payable amounts to be reported. The correct entry of the service fiscal year digit in the description field will provide agencies with the ability to use the Data Warehouse to verify accounts payable information and will provide a consistent statewide procedure for capturing the applicable service fiscal year.

Because agencies can use the Data Warehouse to assist with obtaining the accounts payable information, the original invoices and other supporting documentation must be sent immediately to OA/Accounting for filing and not retained at the agency to determine the accounts payable amounts. The timely filing of this documentation benefits agencies and OA because the document retrieval requests submitted by agencies, auditors, and other interested parties, can be processed in a timely manner.

Payment Transaction Document Reminders (continued)

Agencies must ensure that all outstanding Stock Requisition (SR) documents are closed by modifying the SR document down to zero on or before June 28, 2004. These SR documents can be input again by your agency at the beginning of the new fiscal year. The ISSQ table can be used by your agency to assist with determining the SR documents that are outstanding. Any outstanding SR documents on ISSQ after the nightly cycle on June 28, 2004, will be modified to zero by OA.

Agencies must record the fiscal year, acceptance date, document type, agency number, and document number in the upper right hand corner of the original invoice.

Check (AD)/Electronic Fund Transfers (EF), Scheduled Payment Dates, and the SCHD Table

All current fiscal year payment documents must have an acceptance date or scheduled pay date of June 28, 2004, or prior. ADs and EFs for current fiscal year payment documents must be dated on or before June 30.

Any payment document on the Scheduled (SCHD) table on June 29, 2004, will be modified to zero by OA/Accounting.

If OA/Accounting modifies a payment document to zero, the agency will need to reenter the document from new fiscal year funds with a new fiscal year document number.

Document Deletion

Current fiscal year payment documents(excluding Human Resources (HR) documents processed with a prefix of PR or RT and templates with a TEM prefix in a HELD status), procurement, invoice, receivers, requisitions (RX/RXQ), Stock Requisition (SR), Pick and Issue (PI), and Stock Confirmation (CI) documents not in accept status by 6:00 p.m. on June 28, 2004, will be deleted by OA on June 29-30, 2004. If OA deletes a document that needs to be processed, the agency will have to reenter the document from new fiscal year funds with a new fiscal year document number.

Journal Voucher Processing

The cut-off dates for correcting JVs in SAM II Financial for the remainder of the current fiscal year and new fiscal year are on the attached Calendar of Events. In addition to the quarterly JV cut-off dates, there is a JV cut-off date in mid-June for April and May transactions. These quarterly cut-off dates are not applicable for deferred revenue JVs or JVPs. JVs completed for deferred revenue should be completed following the associated SAM II Financial Policies and Procedures.

Journal Voucher Processing (continued)

JVs or JVPs to correct current fiscal year transactions that increase general revenue expenditures or decrease general revenue cash not in accept status on or before June 30, 2004, will require OA/Budget and Planning's written approval prior to OA/Accounting's review in July. OA/Budget and Planning's approval must be in writing and submitted with the JV supporting documentation to OA/Accounting.

OA/Accounting will remove all approvals from JVs and JVPs during the time that the system is unavailable to agencies from 6:00 p.m. on June 30, 2004, through July 11, 2004. OA/Accounting-HR will review the JVP documents in July when the system is available. Agencies need to review the JV documents in July when the system is available. Agencies must ensure that the accounting period and budget fiscal year fields are completed correctly and obtain OA/Budget and Planning written approval, if needed, before reapplying the agency approvals.

JVs or JVPs entered or in PEND status in July charged to FY 04, must have an accounting period (13), fiscal year (04) entered in the accounting period field and budget fiscal year (04) in the BFY field. If the accounting period and BFY fields are left blank, the documents will default to FY 05.

All exception requests will be denied to extend the agency July JV cut-off date because of statewide processing requirements associated with closing the current fiscal year on July 31. However, approval to submit a JV after the other monthly cut-off dates can be requested but will require written justification from the agency. Justification requests based solely on the fact that the agency did not have enough time to process the JV before the cut-off date will be denied. OA/Accounting will also review the justification based on the materiality, etc. Requests not viewed as critical may be denied. If a JV processing exception is approved, the agency must submit a copy of the written exception with OA/Accounting approval with each JV that fits the criteria. If an agency does not attach a copy, OA/Accounting will reject the JV because it does not comply with the JV processing guidelines. OA/Accounting will not routinely attach the exception approval because the agency must document which JV transactions are being submitted under the exception for a clear audit trail.

See the Prior Year Adjustments section of this memorandum for more information in regard to prior fiscal year.

Accounts Receivable

CRP Documents – The last night CRP documents will generate from accepted PV documents is June 28, 2004.

Billing agencies must ensure that all CRP documents are in ACCPT status or the supporting document to request the deletion of a CRP must be received by OA/Accounting prior to 5:00 p.m. on June 29, 2004. If a deletion is necessary, the

billing agency must work with the billed agencies to ensure that the supporting documentation to cancel an interagency transaction and a request for the deletion of a CRP is received by OA/Accounting prior to 5:00 p.m. on June 29, 2004.

Each billing agency must ensure that no CRP documents are listed on SUSF prior to noon on June 30. If any CRP documents are on SUSF at this time, please contact your Agency Customer Service Coordinator (ACSC) and your ACSC may contact OA/Accounting for assistance. This is to ensure that the revenue associated with an internal payment is reflected in the same fiscal year.

Billing agencies must review SUSF on an ongoing basis throughout the fiscal year and take immediate action on all CRP documents to ensure acceptance of these documents in a timely manner.

Potentially Uncollectible Receivables (PUNR) – Because of the low volume of accounts receivable write off requests received from state agencies in past years, OA/Accounting will not run the PUNR job at the end of the current fiscal year. Agencies can process a Receivable Modification (RM) document to close RE documents for this purpose.

Receivable (RE) – RE documents for goods or services (internal and external) provided prior to June 30 but billed after June 30, must be coded to the new fiscal year. The OA/Accounting, Financial Reporting Unit, will include all July RE documents coded in the new fiscal year as an addition to June revenue on the FY 04 CAFR.

Recurring Receivable (RERE) – There is no automated process for rolling over the RERE table entries. Agencies are reminded to use the detailed coding instructions in the SAM II Policies and Procedures manual to set these tables up in the new fiscal year.

Summary Receivable – Summary Receivable SAM II Policies and Procedures require agencies to update SAM II Financial and reconcile their legacy system to SAM II on a monthly basis unless a written exception is approved by OA/Accounting. **Agencies must have all summary receivables updated and reconciled by the end of June.**

Check Cancellations

The cut-off dates for check cancellations are on the attached Calendar of Events. Please note that there are two cut-off dates during the month of December. This is necessary due to 1099 reporting requirements. We strongly encourage agencies to forward check cancellation requests to OA/Accounting on a daily basis rather than accumulating checks and sending them occasionally.

Check cancellations received after June 25, 2004, will restore the cash (fund) balances but will **not** restore the appropriations.

Check Cancellation (CX) forms completed to cancel checks dated on or before June 30, must be on a separate CX form from checks dated on or after July 1.

Submission of CX forms after the applicable cut-off date may require written justification from the agency. If OA/Accounting requests written justification from an agency, the agency must include an explanation for the late submission of the check cancellation request.

Prior Year Adjustments

Adjustments to FY 04 revenues, expenditures, etc., using a Journal Voucher (JV) document can be processed on or before 5:00 p.m. on July 16, 2004.

FY 04 adjustments after July 16, 2004, will be considered prior year adjustments and need to be coded to an open FY 05 accounting period. Please refer to the Prior Year Adjustment memorandum dated September 24, 2001, for more details.

Enforcement of Cut-off Dates and SUSF Table Clean Up

Any supporting documentation remaining in OA/Accounting for documents that do not get processed prior to 6:00 p.m. on June 30, 2004, will be returned to the agency to resubmit from new fiscal year funds.

On June 29-30, 2004, OA/Accounting will delete applicable current fiscal year documents in accordance with the quarterly and FYE SUSF clean up procedures.

OA/Accounting will continue to clean up the SUSF table on a quarterly basis during the fiscal year. However, we strongly encourage agencies to review SUSF and clean up unnecessary documents on an ongoing basis throughout the year so that the agency maintains control and is aware of all document actions. OA/Accounting will **not** notify agencies or supply agencies with the document numbers deleted during SUSF clean up.

Additional Memorandums/Instructions to be issued at a Later Date

Purchase Order Rollover Process (PORL) – OA/Accounting will issue a memorandum through the SAMII-FIN Discussion List during the first part of June to agencies detailing procedures. The OFN118R1 (Outstanding Purchase Orders for Regular Appropriations) and OFN118R2 (Outstanding Purchase Orders for Continuing Appropriations) reports will be put on MOBIUS listing the open purchase orders by appropriation type to assist agencies with the PORL process.

Agencies must ensure that all purchase orders associated with a job, project, or reporting category are modified to an open job, project, or reporting category or cancelled prior to closing the job, project, or reporting category throughout the year to assist with the PORL process.

OA/Accounting will issue PORL guidelines to the agencies during late May or early June. OA/Accounting monitors agency compliance in regard to the PORL guidelines. If an agency does not comply with the guidelines distributed for the current fiscal year, then the agency will be denied the opportunity to use the PORL process at the end of the new fiscal year.

Federal Aid Inference Table (FAIT) – OA/Accounting has distributed instructions for the set up of the FAIT FY 05 table entries to the agencies. These instructions require an agency to retrieve the information from the Data Warehouse, then complete, and send a file by FTP to OA/Information Services. The FAIT table file will be uploaded prior to the system being available for new fiscal year processing.

Potentially Uncollectible Receivables (PUNR) – See the Accounts Receivable section for details regarding the PUNR table.

Recurring Payment Voucher Table (REPV) – Guidelines for the set up of the REPV new fiscal year table entries has been sent to agencies. These guidelines require an agency to retrieve the information from the Data Warehouse, then complete, and send a file by FTP to OA/Information Services. The REPV FTP files will be uploaded prior to July 22, 2004.

Reporting Category Table (RPTG) – Table entries for the new fiscal year are currently on the RPTG table and agencies may update the data as necessary. Please refer to the OA/Accounting-HR Fiscal Year End memorandum for payroll related entry requirements on the RPTG that **must** be on the table prior to June 30.

Document Numbering Reminders

Agencies must follow the Document Numbering Policy and Procedures as detailed in the SAM II Policies and Procedures, SAM II System Navigation (D) Documents, Document Numbering. See Policies, Overview and Document Numbering by Transaction Table.

Index of Appropriations

The new fiscal year Index of Appropriations will be available approximately July 12, 2004. Each section of the Index will be sorted first by house bill section, fund, and appropriation unit. It will provide a short description of each appropriation as it is generated from the SAM II Budget System.

Policies and Procedures/Chart of Accounts Updates

Updates are completed and posted to the Intra-Net. An e-mail notice is sent through the SAMII-FIN Discussion List. If an individual in your agency needs this information and is not a member of the SAMII-FIN Discussion List, he/she may become a member by signing up on <http://modocs.intra.state.mo.us/modocs/lists.html>.

Reappropriation Processing

Reappropriation processing will occur while the SAM II Financial System is unavailable to the agencies for the completion of fiscal year end processing tasks. The appropriation balances per House Bills 21 and the SAM II Financial System will be used to determine the FY 04 amounts to be reappropriated.

Reference Table Additions

Additions, deletions, and changes for all new fiscal year codes must be submitted by May 14, 2004, through e-mail to oasamiicoa@mail.oa.state.mo.us or via ad hoc routing through SAM II Financial to OK103 (COA Table Maint).

Workflow Updates

Additions, deletions, or changes to the rollups of new fiscal year organization codes may require updates to your agency's Workflow rules. Please ensure that any changes to your SAM II Financial Workflow rules for FY 05 organization code changes are submitted by May 6, 2004. Requests should be signed by your agency's Workflow Coordinator and submitted to OA/Division of Information Services/Systems & Programming, Harry S Truman Building, Room 280, Attn: Financial Support.

Please have the requests prepared with appropriate effective dates. "FYE" in the Justification/Comments would also be helpful.

If you have any SAM II Financial Workflow questions, please have your Workflow Coordinator contact OA/Division of Information Services/Systems & Programming Financial Helpdesk. The phone number is 522-1500, Option 1. The e-mail address is Financial@mail.oa.state.mo.us.

Questions

If you have any questions in regard to the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.

JAC:VH:vs
Attachment

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events
for the
Termination of Fiscal Year 2004
and
Beginning of Fiscal Year 2005**

Statewide Cut-off Date	Explanation of Statewide Cut-off
April 30, 2004	Supporting documentation for JVs for original transaction documents accepted during the period of January-March 2004, must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 30, 2004	Check Cancellation (CX) form(s) for checks dated January-March 2004, must be received by OA/Accounting by 5:00 p.m.
May 6, 2004	FY 05 SAM II Financial Workflow rules for FY 05 organization code are due in OA/Division of Information Services/Systems & Programming.
May 14 - July 11, 2004	Prepare file of REPV transactions according to the file layout on the SAM II Financial Web Site and return to OA/Information Services so that REPV records are created for FY 05. OA/Information Services must receive the spreadsheets prior to 5:00 p.m. on July 15, 2004. Note: OA/Accounting will distribute guidelines to agencies.
May 14, 2004	FY 05 SAM II Reference Table additions, deletions, and changes for Codes are due in OA/Accounting.
June 1-29, 2004	Purchase Order Roll Over (PORL) table will be open for agency access. Note: OA/Accounting will distribute instructions on how to set the PORL table and post reports OFN118R1 and OFN118R2 to MOBIUS on or before June 2.
June 15, 2004	Payment transaction documents requiring Division of Design and Construction (D&C) approval due in D&C by 5:00 p.m. to ensure payment from capital improvement FY 04 accounts.
June 18, 2004	Supporting documentation for JVs for original transaction documents accepted during the period of April-May 2004, must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off															
June 23, 2004	On-line agency cut-off date for submission of the following FY 04 transaction documents: <table><tr><td>SR</td></tr></table>	SR														
SR																
June 24, 2004	On-line agency cut-off date for submission of the following FY 04 transaction documents: <table><tr><td>PI</td></tr></table>	PI														
PI																
June 25, 2004	Interface agency cut-off date for submission of the following FY 04 transaction documents: <table><tr><td>P1</td><td>RC</td><td>VIQ</td></tr></table>	P1	RC	VIQ												
P1	RC	VIQ														
June 25, 2004	Interface cut-off date for submission of the following FY 04 transaction documents: <table><tr><td>MP/PVV</td><td>PVQ</td></tr><tr><td>PVE</td><td>PVS</td></tr></table>	MP/PVV	PVQ	PVE	PVS											
MP/PVV	PVQ															
PVE	PVS															
June 25, 2004	Interface agency cut-off date for submission of the following FY 04 transaction documents that require OA/Accounting final approval: <table><tr><td>CR</td><td>RE</td></tr><tr><td>NF</td><td>RM</td></tr></table>	CR	RE	NF	RM											
CR	RE															
NF	RM															
June 25, 2004	Check Cancellation (CX) form(s) for checks dated April-June 2004, must be received by OA/Accounting by 5:00 p.m. to restore both the appropriation and cash.															
June 28, 2004	FTP file to OA/Information Services for FY 05 FAIT table upload by 5:00 p.m. Note: OA/Accounting will distribute guidelines to agencies.															
June 28, 2004	On-line agency cut-off date for submission of the following FY 04 transaction documents: <table><tr><td>CI</td><td>P1</td><td>PVA*</td><td>RC</td><td>VIQ</td></tr><tr><td>MP/PVV</td><td>PVQ</td><td></td><td></td><td></td></tr><tr><td>PVE</td><td>PVS</td><td></td><td></td><td></td></tr></table>	CI	P1	PVA*	RC	VIQ	MP/PVV	PVQ				PVE	PVS			
CI	P1	PVA*	RC	VIQ												
MP/PVV	PVQ															
PVE	PVS															

* PVA documents that are created and reject during the nightly cycle on June 28, will be deleted from SUSF by OA/Accounting. Agencies will not have the opportunity to correct these documents and must be resubmitted by the agencies from FY 05.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off				
June 28, 2004	Review of SUSF by agencies. Agencies must have all FY 04 documents, unless it is a JV, JVP, or a document template with a TEM prefix in held status or a document type that has a cut-off date after June 28, in accept or delete status by 6:00 p.m.				
June 28, 2004	On-line agency cut-off date for submission of the following FY 04 transaction documents that require OA/Accounting final approval: <table border="1" data-bbox="475 667 821 747"> <tr> <td>CR</td><td>RE</td></tr> <tr> <td>NF</td><td>RM</td></tr> </table>	CR	RE	NF	RM
CR	RE				
NF	RM				
June 28-30, 2004	Fixed asset, accounts receivable (except for June 2004 revenue billed after June 30, 2004), deferred revenue, and other liability transactions must be reconciled prior to 6:00 p.m. This includes the completion and acceptance of all fixed asset documents associated with FY 04 acquisitions and dispositions.				
June 29, 2004	Last day for agencies to request Manual Warrants (MW). MW requests must be pre-approved by OA/Accounting and the associated payment vouchers in accept status prior to 10:00 a.m.				
June 29, 2004	All CRP documents must be in ACCPT status prior to 6:00 p.m. or OA/Accounting must receive supporting documentation to request the deletion of a CRP prior to 5:00 p.m. Note: The last night CRP documents will generate from accepted PV documents is June 28.				
June 29, 2004	PORL table agency access closed at 5:00 p.m.				
June 29-30, 2004	Current fiscal year payment (excluding Human Resources (HR) documents processed with a prefix of PR or RT), procurement, invoice, receiver, requisition (RX/RXQ), Stock Requisition (SR), Pick and Issue (PI), and Stock Confirmation (CI) documents not in accept status by 6:00 p.m. on June 28, 2004, will be deleted by OA on June 29-30, 2004. An exception to this criterion is that document templates with a TEM prefix in held status will not be deleted. OA/Accounting will not notify agencies or supply agencies with the document numbers deleted.				

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

**Statewide
Cut-off Date**

Explanation of Statewide Cut-off

June 29, 2004

Interface agency cut-off date for submission of the following FY 04 transaction documents:

CRQ	FD	JB	PA	PT	RB
EB2	FM	JBR	PJ	PX	RE
FA	FX	JC	PJR	PZ	TB

Note: We will interface these document types for agencies on June 30. However, if any documents reject or require approval, agencies will not have the opportunity to correct or approve the documents and the documents will be deleted from SUSF prior to the system coming up for new year processing.

June 30, 2004

Interface agency cut-off date for submission of the following FY 04 transaction documents:

AL	CR	NF
AP	EB	RM
AR	FT	TA

June 30, 2004

On-line agency cut-off date for submission of the following FY 04 transaction documents:

AL	EB2	FT	MN	PT	TA
AP	FA	FX	OC	PX	TB
AR	FC	IA	PA	PZ	TI
CR	FD	JB	PB	RB	TR
CRQ	FM	JBR	PJ	RE	TV
EB	FS	JC	PJR	SN	

Note: All documents listed in the above chart must be in ACCPT status by 6:00 p.m. Please note that some CR and RE documents require OA/Accounting final approval. OA/Accounting does not guarantee that the CR or RE documents that require OA/Accounting final approval will be taken to ACCPT status if submitted to us after June 28.

June 30, 2004

Summary receivable policy and procedures require agencies to update the SAM II system and reconcile their legacy system to SAM II on a monthly basis. Agencies must have all summary receivables updated and reconciled by 6:00 p.m.

June 30, 2004

SAM II Financial unavailable to agencies at 6:00 p.m.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off
July 1, 2004	Beginning of FY 05.
July 12, 2004	SAM II Financial available for agency access.
July 12, 2004	FY 05 Index of Appropriations available for agency use.
July 12, 2004	FY 05 FAIT (Federal Aid Inference Table) available for agency review.
July 14, 2004	Projected first check date in July.
July 16, 2004	Supporting documentation for JVs where original transaction documents accepted during the period of June 2004, must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting. Please note that exception requests received from agencies for JVs coded to the current fiscal year after this date will be denied by OA/Accounting. <i>Agencies must obtain prior written approval from OA/Budget and Planning for JVs increasing General Revenue expenditures or decreasing General Revenue cash prior to OA/Accounting applying any approvals.</i>
July 16, 2004	Check Cancellation (CX) form(s) for checks dated April-June 2004, must be received by OA/Accounting by 5:00 p.m. Cash only will be restored for check cancellations received after June 25, 2004.
July 19, 2004	REPV (Recurring Payment Voucher) FTP file is due in OA/Accounting prior to 5:00 p.m.
July 23, 2004	Receivable (RE) documents for goods or services (internal and external) provided prior to June 30 but billed after June 30, must be coded to FY 05 and in ACCPT status by 6:00 p.m.
July 23, 2004	Close FY 04 to statewide document processing.
July 31, 2004	Close July FY 05.
October 29, 2004	Supporting documentation for JVs where original transaction documents accepted during the period of July-September 2004, must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

<u>Statewide Cut-off Date</u>	<u>Explanation of Statewide Cut-off</u>
October 29, 2004	Check Cancellation (CX) form(s) for checks dated July-September 2004, must be received by OA/Accounting by 5:00 p.m.
December 13, 2004	Check Cancellation (CX) form(s) for checks dated October-November 2004, must be received by OA/Accounting by 5:00 p.m.
December 27, 2004	Check Cancellation (CX) form(s) for checks dated December 1-19, 2004, must be received by OA/Accounting by 5:00 p.m.
January 10, 2005	Check Cancellation (CX) form(s) for checks dated December 19-31, 2004, must be received by OA/Accounting by 5:00 p.m.
January 31, 2005	Supporting documentation for JVs where original transaction documents accepted during the period of October-December 2004, must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 29, 2005	Supporting documentation for JVs where original transaction documents accepted during the period of January-March 2005, must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 29, 2005	Check Cancellation (CX) form(s) for checks dated January-March 2005, must be received by OA/Accounting by 5:00 p.m.